



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS ELECTRONIC SYSTEMS CENTER (AFMC)  
HANSCOM AIR FORCE BASE MASSACHUSETTS

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MEMORANDUM FOR DISTRIBUTION D

FROM: ESC/CC

SUBJECT: Equal Opportunity (EO) Policy

1. Team Hanscom's policy and each member's responsibility are to provide a work environment where people can achieve their full potential based on performance without regard to race, religion, color, national origin, or sex, and in the case of civilian employees, age, disabling conditions, or sexual orientation. Our success demands that no one engage in unacceptable conduct such as the use of racial or sexual slurs, jokes, e-mail or any form of discrimination. Because everyone has the right to a workplace free from discrimination of any sort—**no amount of discrimination or harassment will be tolerated.**
2. I expect everyone to abide by this zero tolerance policy at all times. I also expect commanders and supervisors at all levels to set the example by rigorously abiding by and enforcing Air Force EO policy. Any military or civilian member who violates this policy in any manner will be dealt with swiftly and appropriately. Any commander or supervisor who is aware of such prohibited conduct, but fails to take appropriate corrective or disciplinary action, will be held accountable. Do not condone inappropriate behavior by your own inaction.
3. Commanders and supervisors must ensure everyone is free to resolve a complaint without fear of reprisal. If you observe discrimination, or if you are a victim, you should immediately report it to your chain of command. If the problem persists, use the Military Equal Opportunity office (66 ABW/ME-3783) for military members, retirees, and family members, or the Chief EEO Counselor (ESC/CCD-4054) for civilian employees. If a contractor employee is involved, report it to your chain of command and ESC/PK (Mr. Wells-8003). Another avenue is the Unlawful Discrimination Complaint Hotline (800-558-1404).
4. Equal opportunity and a work environment free from discrimination is everyone's responsibility and it is our policy for two primary reasons—first, it is right, and second, Air Force directives mandate it. I am proud of our record in this area and I am committed to ensuring Team Hanscom is free from discrimination. Let's make this a reality together.

LESLIE F. KENNE

Lieutenant General, USAF  
Commander